



Judicial Branch of Arizona in Maricopa County
Judicial Branch Human Resources
Attn: Danna Quinn
101 W Jefferson, East Court Building
Law Library, 3rd Floor, Suite A
Phoenix, AZ 85003

Visit our website: <http://www.superiorcourthmaricopa.gov>

Trial Courts of Arizona in Maricopa County

invites your interest in the position of



Deputy Court Administrator of Limited Jurisdiction Courts



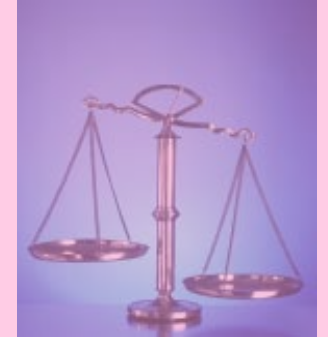
Compensation Package and Application Process

Open Until Filled

Hiring Range:

\$90,000 – \$105,000

(Depending on Experience)



The Benefits

The Court offers a competitive annual salary and a comprehensive benefits package including medical/dental/vision coverage, life insurance, state retirement plan, tuition reimbursement, 23 days paid vacation, 10 paid holidays, executive compensation package, and many other benefits.

How to Apply

Interested applicants must submit a cover letter, resume, and five professional references. This information should reflect the size of the organizations directed, significant accomplishments, and professional positions held. Selected applicants will be invited to participate in the interview process. The Presiding Justice of the Peace will make the final hiring decision. First review of applications will occur on May 12, 2006. Please direct questions to Danna Quinn at 602-506-4342.

Applications may be submitted by one of the following methods:

Via Mail:

Judicial Branch of Arizona in Maricopa County
101 W. Jefferson, East Court Building
Law Library, 3rd Floor, Suite A
Phoenix, AZ 85003

Attention: *Danna Quinn*

Via Fax: 602-506-2280

Via E-mail: dquinn@courthr.maricopa.gov



The Position

The Trial Courts of Arizona in Maricopa County is seeking a Deputy Court Administrator of Limited Jurisdiction Courts. The position requires significant experience in managing others and applying professional knowledge, skills and abilities to achieve key operational results.

This position directs and coordinates the administrative functions of the Justice Courts in Maricopa County. This position works under the general policy direction of the Presiding Justice of the Peace.

The Deputy Court Administrator of Limited Jurisdiction Courts is an Unclassified position under the Judicial Merit System Resolution and Rules. It is exempt from FLSA overtime status.



The principal responsibilities of the Deputy Court Administrator include:

- Responsibility for the direct and indirect oversight of Justice Courts Services;
- Plans, directs, supervises, and coordinates administrative support functions pertaining to adequate space, personnel, training equipment, and supplies;
- Coordinates leases for space;
- Arranges for and trains permanent or temporary personnel;
- Budgets for the courts;
- Administers and monitors the expenditure of funds for the courts;
- Conducts and maintains inventories or fixed assets;
- Develops and recommends computer systems and their implementation;
- Develops and recommends administrative policies, procedures, and rules;
- Ensures that adequate inventories and levels of supplies, equipment, and materials are maintained;
- Provides staff support for Justice Court Bench;
- Interim management responsibilities over municipal courts when necessary.

Qualifications

The ideal candidate must possess a Bachelor's degree in Business, Public or Judicial Administration, or a closely related field from an academically accredited college or university with eight years of progressively responsible administrative experience in court management or public administration; OR a Master's degree in Public Administration and six years of progressively responsible administrative experience in court management or justice administration. Responsible experience in a court related environment may substitute for the education on a year for year basis.

The Trial Courts

The Trial Courts include the Superior Court, the Justice of the Peace Courts, and the Adult and Juvenile Probation Departments. The Trial Courts in Maricopa County, the nation's fifth largest trial court, employs over 3,800 employees and has an operating budget of \$221 million.

The Trial Court is a state general jurisdiction court. The Trial Courts in Maricopa County has four locations with jurisdiction over civil, juvenile, criminal, domestic relations, probate and mental health, as well as statewide tax cases. Currently, the bench includes 93 judges and 48 commissioners. Judges are appointed by the Governor through a merit selection process. Judges stand for retention elections every four years on a yes-no ballot. Court Commissioners are appointed by the Presiding Judge. The Presiding Judge is appointed by the Arizona Supreme Court for a five-year term to oversee the Judicial Branch in Maricopa County.

Justice Courts are courts of limited jurisdiction that handle civil and criminal traffic violations, forcible detainers, misdemeanors and petty offenses. Justices of the Peace have exclusive jurisdiction of civil matters under \$5,000. They have concurrent jurisdiction with Superior Court in civil cases more than \$5,000 and less than \$10,000. Currently, there are 23 Justices of the Peace in Maricopa County situated in 18 locations. Justices of the Peace stand for election every four years.

The Court is an Equal Opportunity Employer

It is the policy of the Trial Courts not to discriminate in employment or the provision of services. To arrange for reasonable accommodation under the Americans with Disabilities Act (ADA), please call 602-506-3070.

Mission and Vision of the Trial Courts

The Trial Courts continually explore ways to improve services by experimenting with better methods to resolve disputes and designing programs that address civil and criminal issues fairly and without undue delay. The Trial Courts focus on excellence, anticipating and adapting to change, instead of reacting to it.

The mission of the Trial Courts is to provide the public with equal and fair access to the judicial branch of government. The Court firmly adheres to providing timely, fair, and individualized justice to all.

Greater Phoenix

The majority of Arizona's population resides in Maricopa County. The Valley of the Sun is one of the fastest growing areas in the nation. Maricopa County is one of 15 in the state, encompassing nearly 10,000 square miles. The population is 3.5 million. Arizona, the nation's 6th largest state, is home to over 70 public parks, monuments, historic sites, and educational institutions. The greater Phoenix area hosts a variety of major sports events and cultural attractions.

